

What's New in the *User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS: Volume II Form DS-2019?*

Release 4.10

March 16, 2004

The latest release of SEVIS includes the following:

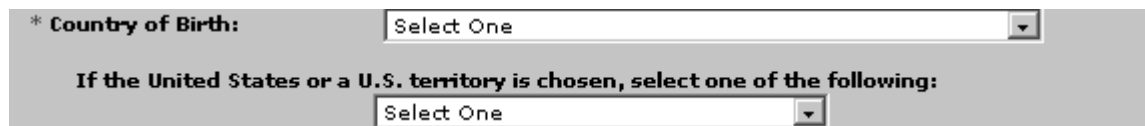
- United States may be selected as the country of birth
- The Exchange Visitor Search feature has been enhanced

Volume II of the User Manual has been updated to include instructions for these new features. Additionally, a lot of formatting changes and edits were incorporated into the manual.

- **If you have NOT downloaded or printed a copy** of the *User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS: Volume II Form DS-2019* (dated December 19, 2003), navigate to <http://exchanges.state.gov/education/jexchanges/> and click the link for the manual to obtain a complete copy of the User Manual.
- **If you have already downloaded or printed a copy** of the *User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS: Volume II Form DS-2019* (dated December 19, 2003), perform the following:
 1. Print this file.
 2. Remove the affected pages from the manual dated December 19, 2003.
 3. Insert the new pages containing the instructions for performing an Exchange Visitor Search.

Country of Birth

Selecting United States as the country of birth for an EV or dependent is a two step process.

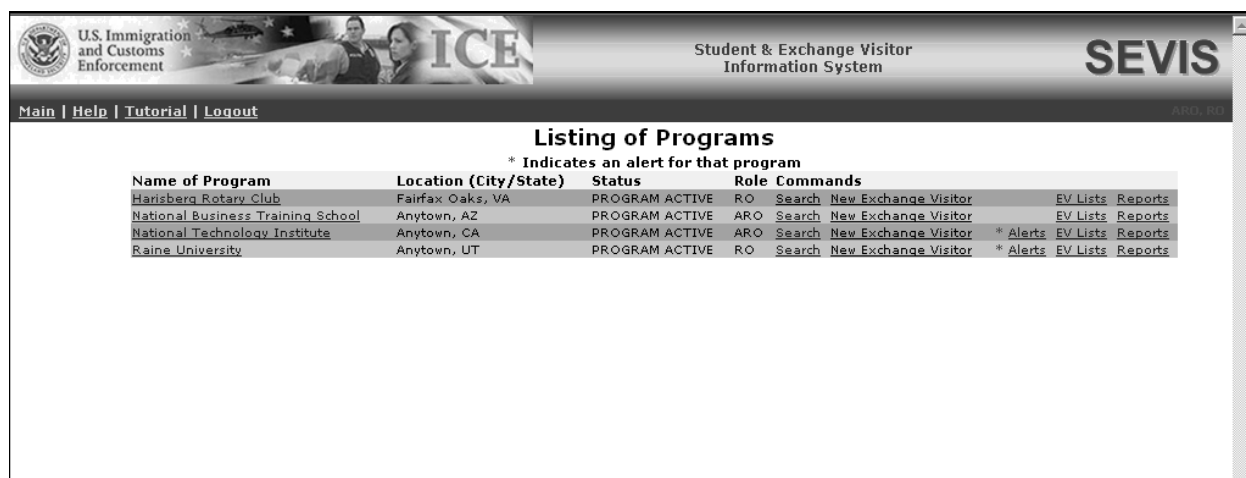


The screenshot shows a web form with a grey background. At the top, it says "* Country of Birth:" followed by a white dropdown menu with "Select One" and a downward arrow. Below this, it says "If the United States or a U.S. territory is chosen, select one of the following:" followed by another white dropdown menu with "Select One" and a downward arrow.

The United States may be selected as the country of birth if the EV was born to a foreign diplomat or is an expatriate. If the person was born in the United States or a U.S. territory, perform the following:

1. Complete the **Country of Birth** field.
2. Select an option from the drop-down list in the “**If the United States or U.S. Territory is chosen...**” field.

Exhibit 6: Listing of Programs



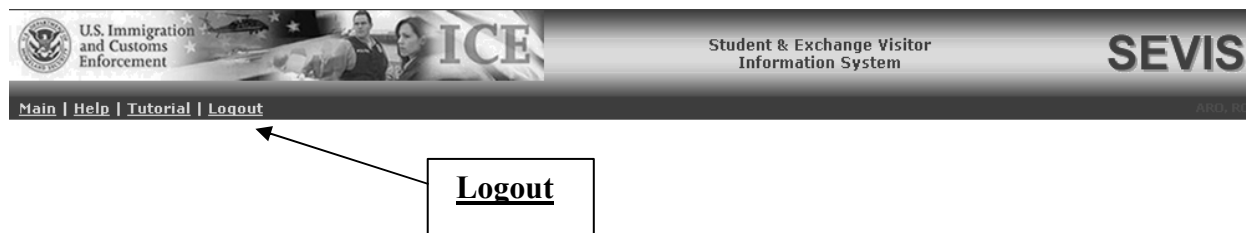
Name of Program	Location (City/State)	Status	Role	Commands
Harrisberg Rotary Club	Fairfax Oaks, VA	PROGRAM ACTIVE	RO	Search New Exchange Visitor EV Lists Reports
National Business Training School	Anytown, AZ	PROGRAM ACTIVE	ARO	Search New Exchange Visitor EV Lists Reports
National Technology Institute	Anytown, CA	PROGRAM ACTIVE	ARO	Search New Exchange Visitor * Alerts EV Lists Reports
Raine University	Anytown, UT	PROGRAM ACTIVE	RO	Search New Exchange Visitor * Alerts EV Lists Reports

2.2.7 Log Out of SEVIS

To exit the SEVIS application at any time, click the **Logout** link on the navigation bar as shown in Exhibit 7, SEVIS Navigation Bar—Logout Link.

WARNING: If you click the **Close** (✕) button on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message will display: “A user is already logged on with this user name.” Use **Logout** on the navigation bar to properly exit SEVIS.

Exhibit 7: SEVIS Navigation Bar—Logout Link



Note: If the system should lockup at any time, click the **Close** (✕) button on the browser window to exit SEVIS.

2.3 Exchange Visitor Search

After logging into SEVIS, the system displays a list of programs associated with your user ID. You can search for an EV's record in any of the programs for which you are assigned a role. Exhibit 8, Listing of Programs—Search Link, shows where the **Search** link displays on the screen.

Note: When performing a search, the system queries only the sponsor data associated with the search link selected. This search function does not query any other records. To search for EVs in another program, you must click the **Search** link for the appropriate program.

Exhibit 8: Listing of Programs—Search Link


Name of Program	Location (City/State)	Status	Role	Commands
Harrisberg Rotary Club	Fairfax Oaks, VA	PROGRAM ACTIVE	RO	Search New Exchange Visitor EV Lists Reports
National Business Training School	Anytown, AZ	PROGRAM ACTIVE	ARO	Search New Exchange Visitor EV Lists Reports
National Technology Institute	Anytown, CA	PROGRAM ACTIVE	ARO	Search New Exchange Visitor * Alerts EV Lists Reports
Raine University	Anytown, UT	PROGRAM ACTIVE	RO	Search New Exchange Visitor * Alerts EV Lists Reports

Search Link


To perform a search, complete the following:

1. On the *Listing of Programs* screen, click the **Search** link to the right of the name of the program whose records you wish to search. The system displays the search screen. Exhibit 9, Exchange Visitor Search, is an example of the screen.

Exhibit 9: Exchange Visitor Search



U.S. Immigration
and Customs
Enforcement



ICE

Student & Exchange Visitor
Information System

SEVIS

Main | Listing of Schools | Listing of Programs | Help | Tutorial | Logout

DDSD, RO, DSD

Exchange Visitor Search

Required fields are marked with an asterisk (*).
Select Sort Option, Search By, Search Type and Search Criteria.

* Sort Option

* Sort By: Family Name

* Sort Direction: ☒ Ascending ☐ Descending

* Search By

Exchange Visitor

* Search Type (Select one radio button and complete the associated field(s).)

☒ SEVIS ID:
Note: The entry in the Search By field is disregarded when searching on a SEVIS ID.

☐ Personal Information
* Family Name:
(allows wildcard * as input, e.g. *joh*)
First Name:
Date of Birth: (MM/DD/YYYY)
Gender:
Country of Birth:
Country of Citizenship:
Country of Legal Permanent Residence:

☐ All Exchange Visitors or Dependents

* Search Criteria (Select one radio button and complete the associated field(s).)

☒ None (Valid only when the Search Type is SEVIS ID.)

☐ Search by Category
* Category:
Subject/Field Code: Select

☐ Search by Status
* Status:
Program Start Date Range: From: To: (MM/DD/YYYY)
Program End Date Range: From: To: (MM/DD/YYYY)
Country of Birth:
Country of Citizenship:
Category:
Subject/Field Code: Select

☐ Search by Termination Reason
* Termination Reason:
Termination Date Range: From: To: (MM/DD/YYYY)

☐ Search by Inactive Reason
* Inactive Reason:
Inactive Date Range: From: To: (MM/DD/YYYY)

☐ Search by Invalid Reason
* Invalid Reason:
Invalid Date Range: From: To: (MM/DD/YYYY)

Search

Reset Values

02/23/2004 (Monday)

2. Enter or select the necessary search criteria. The following is a list with explanations of the sections and fields on this screen.

Note: Provide as many search criteria as possible to obtain a manageable list of results. The system may require additional time to obtain the results of a search that includes only one search criterion.

Field	Description/Explanation
* Sort Option section	The sort options are required fields; both must be completed.
* Sort By	Select the Sort By option from the drop-down list.
* Sort Direction	Select the Sort Direction , either Ascending or Descending .
* Search By section	Select either Exchange Visitor or Dependent .
* Search Type section	Select one radio button and complete the associated fields.
SEVIS ID	Click this radio button and enter a valid SEVIS ID in 'N1234567890' format.
Personal Information	Click this radio button and complete the appropriate fields. Completion of the Family Name field is required; the other fields in this section are optional.
* Family Name	You may use the * (asterisk) symbol as a wildcard character. Enter at least three characters of the family name, preceded and/or followed by *; for example: <ul style="list-style-type: none"> joh* may return a list containing family names such as Johnson, Johanson, and Johannes. *son may return a list containing family names such as Mathison, Johnson, and Gleson. *ang* may return a list containing family names such as Angelus, Langley, and Wang.
First Name	Enter the first name of the EV or dependent.
Date of Birth	Enter a date of birth in MM/DD/YYYY format.
Gender	Select an option from the drop-down list.
Country of Birth	Select a country from the drop-down list.
Country of Citizenship	Select a country from the drop-down list.
Country of Legal Permanent Residence	Select a country from the drop-down list.
All Exchange Visitors or Dependents	Click this radio button if you wish to search on all EVs or dependents in this program.
* Search Criteria section	Click one radio button and complete the associated fields.
None	Click this radio button. This option is valid only when the Search Type is SEVIS ID .

Field	Description/Explanation
Search By Category	Click this radio button and complete the following fields if applicable.
* Category	Select a category from the drop-down list.
Subject/Field Code	<p>To select the field the EV will be studying or participating in while in the United States, perform the following:</p> <ol style="list-style-type: none"> 1. Click the Select button to display the <i>Select Subject Code</i> screen. On that screen, make a selection from the Category drop-down list. 2. Click the Search button to view the list of subjects for the category selected. Find the subject that most closely matches the student's field of study and click its code at the left end of the row. The system automatically returns the <i>Exchange Visitor Search</i> screen and the selected subject/field of study displays on the screen. 3. If you decide this is the incorrect Subject/Field Code, or you wish to delete this information from the <i>Exchange Visitor Search</i> screen, click the Clear button.
Search by Status	Click this radio button and complete the fields if applicable. Completion of the Status field is required; the other fields in this section are optional.
* Status	Select a status from the drop-down list.
Program Start Date Range	Enter the dates for a specific period of time. For example, 01/01/2004 to 03/31/2004 would return a list of names of EVs whose program start date was between January 1, and March 31, 2004.
Program End Date Range	Enter the dates for a specific period of time. For example, 06/01/2004 to 09/30/2004 would return a list of names of EVs whose program end date is between June 1, and September 30, 2004.
Country of Birth	Select a country from the drop-down list.
Country of Citizenship	Select a country from the drop-down list.
Category	Select a category from the drop-down list.
Subject/Field Code	<p>To select the field the EV will be studying or participating in while in the United States, perform the following:</p> <ol style="list-style-type: none"> 1. Click the Select button to display the <i>Select Subject Code</i> screen. On that screen, make a selection from the Category drop-down list. 2. Click the Search button to view the list of

Field	Description/Explanation
	<p>subjects for the category selected. Find the subject that most closely matches the student's field of study and click its code at the left end of the row. The system automatically returns the <i>Exchange Visitor Search</i> screen and the selected subject/field of study displays on the screen.</p> <p>3. If you decide this is the incorrect Subject/Field Code, or you wish to delete this information from the <i>Exchange Visitor Search</i> screen, click the Clear button.</p>
Search by Termination Reason	Click this radio button and complete the following fields if applicable. Completion of the Termination Reason field is required; the other fields in this section are optional.
* Termination Reason	Select an option from the drop-down list.
Termination Date Range	Enter the dates for a specific period of time. For example, 01/01/2004 to 02/29/2004 would return a list of names of EVs or dependents who were terminated between January 1, and February 29, 2004.
Search by Inactive Reason	Click this radio button and complete the following fields if applicable. Completion of the Inactive Reason field is required; the other fields in this section are optional.
* Inactive Reason	Select an option from the drop-down list.
Inactive Date Range	Enter the dates for a specific period of time. For example, 01/01/2004 to 02/29/2004 would return a list of names of EVs or dependents whose status became Inactive between January 1, and February 29, 2004.
Search by Invalid Reason	Click this radio button and complete the following fields if applicable. Completion of the Invalid Reason field is required; the other fields in this section are optional.
* Invalid Reason	Select an option from the drop-down list.
Invalid Date Range	Enter the dates for a specific period of time. For example, 01/01/2004 to 02/29/2004 would return a list of names of EVs or dependents whose status became Invalid between January 1, and February 29, 2004.

- Click the **Search** button. The system displays a list containing the EV or dependent names that match your search criteria, if any. Exhibit 10, Search Results, shows an example of the search results list.

Exhibit 10: Search Results

U.S. Immigration and Customs Enforcement ICE Student & Exchange Visitor Information System SEVIS

Main | Listing of Schools | Listing of Programs | Help | Tutorial | Logout

Meyer Institute of Dance
Program Number: P-4-10729

Search Results

[New Search](#) [Refine Search](#)

Search Criteria:
Status = ACTIVE

SEVIS ID	Family Name	First Name	Visa	Status	Program Start Date	Program End Date	Date of Last Update	Date of Last Status Change
N0000091536	Kozloski	Karl	J-1	ACTIVE	05/01/2003	04/30/2004	01/20/2004	07/23/2003
N0000089756	Swiper		J-1	ACTIVE	04/30/2003	08/20/2004	11/24/2003	04/29/2003

2 Recs

02/27/2004 (Friday)

Family Name Link

Locate the name of the EV or dependent whose record you wish to view and/or update and click the **Family Name** link. The system will display the EV's record.

2.4 Exchange Visitor Lists

SEVIS allows you to quickly access lists of EVs to view. From these lists, you may also access EV records to process. These lists provide a quick method for program sponsor officials to access EV and dependent records.

On the *Listing of Programs* page (see Exhibit 6), click the **EV Lists** link (to the right of the name of a program) and the system will display a screen containing the lists of EVs and dependents that can be generated. Exhibit 11, Exchange Visitors and Dependents Menu, is an example of the screen that displays.